



**EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND
SECURITY**

**Directorate E: Justice
Unit E4: Financial Support - Justice**

**OPERATING GRANTS
UNDER THE SPECIFIC PROGRAMME CRIMINAL JUSTICE
2007-2013**

GUIDE FOR SUBMITTING A GRANT APPLICATION

Reference: JLS/2009/JPEN/OG

Table of Contents

Important Note	3
Introduction	3
I. GUIDELINES CONCERNING THE COMPLETION OF THE GRANT APPLICATION FORM	4
II. GUIDELINES CONCERNING THE COMPLETION OF THE BUDGET FORM	9
II.1. Technical instructions for filling in the Budget Form	10
II.2. Rules concerning eligible expenditure	10
II.3. Non-eligible costs	15
III. APPLICATION PACKAGE	16
IV. DEADLINE FOR SUBMITTING APPLICATIONS	17
V. WHERE TO GET FURTHER INFORMATION	17

Important Note

The purpose of this Guide is to help organisations that wish to submit applications for funding from the Specific Programme Criminal Justice to complete the application form in a manner that facilitates the evaluation and selection of proposals.

It is strongly recommended that you read the Grant Application Form carefully-

When you complete each part of the Grant Application Form please refer to the relevant sections of this Guide. If you do not supply the information requested, or do not comply with the criteria outlined, your application may be considered ineligible or may be rejected.

Please read through the whole of this guide before you begin filling in the application form. It provides useful information to help you understand the Specific Programme Criminal Justice requirements.

To prepare a successful application, therefore, it is important to follow all the technical instructions and consider the practical advice provided in these guidelines and other documents posted on the following Criminal Justice website:

http://ec.europa.eu/justice_home/funding/jpen/funding_jpen_en.htm

The content of this Guide is based on the grants section of the Financial Regulation of the European Communities and its Implementing Rules and other relevant documents.¹

2009 DEADLINE FOR APPLICATION FOR FUNDING

The completed application and annexes must be submitted to the Commission by
9 December 2009 16:00 CET

The PRIAMOS system will not accept any application after the deadline.

¹ Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 amending Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 390 of 30.12.2006, p. 1) and Commission Regulation no. 478/2007 of 23 April 2007, amending Commission Regulation no. 2342/2002 (OJ L 111 of 28.4.2007, p.1).

INTRODUCTION

Applications have to be submitted using the DG JLS electronic on-line application tool PRIAMOS:

The completed application and annexes must be submitted to the Commission by the deadline indicated in the call for proposals via the PRIAMOS system.

The PRIAMOS system will not accept any application after the deadline. Applications submitted by any other method than the PRIAMOS system will be automatically rejected.

This call is facilitated by PRIAMOS, a new system for the submission of proposals by applicants, which allows the applicants to fill in an electronic application form and submit all relevant documents via internet. In order to access the system, an applicant needs to register (this involves the applicants providing some basic data about themselves and their organisations) and subsequently use a password provided by the system.

All annexes have to be attached to the application form at the moment of its submission.

Documents submitted via PRIAMOS do not need to be sent by regular mail. However, applicants are strongly advised to print out the Application Form for their own records.

Following the conclusion of the selection process, applicants placed sufficiently high on the merit list to be considered for a grant, will be requested to provide a paper copy of their application and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforementioned documents will automatically lead to disqualification of the project proposal concerned.

In the event the Commission receives two or more proposals for the same project, only the last proposal submitted (before the deadline) shall be taken into consideration.

I. GUIDELINES CONCERNING THE COMPLETION OF THE GRANT APPLICATION FORM

1. Electronic Submission of Grant Applications via PRIAMOS

Electronic submission of applications via PRIAMOS is a 2-step procedure:

- Each applicant has to be registered first;
- Then the login name and password will be sent to the email address indicated during the registration.

Applicant will use his/her login name and password to download an empty application form, which will be completed and uploaded back to PRIAMOS. All annexes have to be inserted into the application form (PDF file) previously downloaded.

The following outlines each step of the submission procedure in details. In attachment to the email informing you of your login name and password is the file "PRIAMOS_FAQ.pdf". This

provides a detailed description of the whole process involved in submitting an application and is uploaded on a regular basis.

A) Registration as a possible applicant: Each applicant has to be registered in PRIAMOS system. The registration form is available on the link <https://ec.europa.eu/PRIAMOS/register>. This link can be also found via DG JLS funding webpage (http://ec.europa.eu/justice_home/funding/intro/funding_intro_en.htm). The registration form has to be filled in using your internet browser, ending by clicking on the button "Submit".

Notes:

- All fields marked as * are mandatory and should be filled in.
- Your registrations are treated manually. You will receive your login name and password within a few hours or at most a few days.
- Be aware that a limited number of characters is available in some fields of the registration form, e.g. the official name of your organisation. Consequently, acronyms should be used.
- If some mandatory fields are not filled in, you will receive a message at the bottom of the screen indicating which mandatory field is missing. Please fill in the missing mandatory field(s) and click the "Submit" button again.
- When the registration form is successfully submitted, a new empty registration form will appear on the screen : this should not be filled it again if a message at the bottom of the form confirms the correct submission of the registration with a registration number. Please note down this number for future reference. Each legal entity can only be registered once and any other registration for a same legal entity will be rejected.
- After having successfully completed the registration form, you will receive a copy of your request to the email address indicated in the form. This email is sent automatically. If you don't receive this email within a reasonable time, please check the email address indicated in the registration form and/or contact PRIAMOS USM by email. Do not forget to indicate your registration number received after registration form submission.
- If you want to change some of the contact information, please send your request by email to PRIAMOS USM mailbox, clearly stating the registration number and which contact information should be changed, taking into account the limitation in the number of characters for certain fields.
- If you have forgotten your password, please send an email to PRIAMOS USM.
- More than one contact person and/or authorised signatory officer can be assigned to each legal entity. In that case, any supplementary contact person and/or authorised signatory should fill in a separate registration form, using the name of the legal entity and other parameters in the same way as for the initial registration. Those requests shall be treated manually by DG JLS.
- Once changes are registered, you will receive your login parameters via email to the address indicated during the registration, together with a file called: "PRIAMOS_FAQ.pdf". Please save this file as it contains detailed description of the whole application submission process including pictures.

B) Download the application form: Once you have received your login parameters, you can now connect to PRIAMOS via the link:

https://webgate.ec.europa.eu/PRIAMOS/toto/bc/bsp/sap/crm_ui_frame

This link is available via DG JLS funding webpage as well:

http://ec.europa.eu/justice_home/funding/intro/funding_intro_en.htm

Notes:

- You have to change the login password during the first logon.
- After a successful login, you can see and download all grant application forms that are currently published. Just click on the "Application Forms" link, then leave all searching criteria empty and click on the "Search" button. Subsequently, all available grant application forms will be displayed in the Result List table. A particular form is opened by clicking on the link in "Description" column. Once the form is opened, store it on your local drive by clicking on the diskette icon on top of the form. The grant application form has to be filled in on a local drive. All attachments have to be inserted into that local PDF file and finally uploaded to PRIAMOS (see section C and D of this document).

If the application is not listed in the Result List, it means that it has probably not yet been published. In this case please consult DG JLS funding webpage:

http://ec.europa.eu/justice_home/funding/intro/funding_intro_en.htm

- If your organisation is entitled to take part in a restricted call for framework partners and you cannot see the particular application form, please contact PRIAMOS USM. This may mean that your contact person has not been assigned to the correct call.
- If you want to submit more than one project, each project application must be completed separately, i.e. by repeating the "Search" procedure and downloading the relevant empty application form, etc..

C) Completing the application form : Once the empty grant application form is downloaded and saved on the local drive, only Adobe Acrobat READER can be used to complete it.

Notes:

- Do not use any other program for editing your application form e.g. Adobe Acrobat Editor etc.
- All attachments should be inserted directly into that PDF file. For this please use the same Acrobat READER. A clip icon is displayed on the left side in the Acrobat READER. Use this to add necessary attachments. This process is described in the PRIAMOS_FAQ in detail. Then the whole PDF file has to be saved locally and subsequently uploaded into PRIAMOS (see section D - Upload the application).
- If you want to submit applications for more than one project, each project has to be filled in on a separate downloaded PDF form (see section B - Download the application form).
- All fields signed by * have to be filled in. **In the Project Budget Information section called "None applicable contributions", a "0" should be added**, otherwise, PRIAMOS will reject your application during the upload.. To correct errors, open the local PDF file in Acrobat READER again, correct any error/omission, save locally and repeat the upload procedure (see section D - Upload the application).

D) Upload the application: When the application is ready to be submitted, you have to login again in PRIAMOS. Click "Upload Forms" link; in the window which appears click on "Browse..." button and find particular PDF file with your filled in application form stored on your local drive. Upload the file by clicking on the "Upload Form" button.

Notes:

- When your application has been uploaded successfully, a confirmation is displayed on top of the window, together with a number assigned to the application. Your application form is also displayed: please save the displayed PDF file on your local drive for further reference.

- In case a mandatory field, marked with *, is not completed, the application cannot be uploaded into PRIAMOS and an alert message is displayed at the top of the screen. If this happens, you have to reopen the source application form in your computer, make the necessary corrections and repeat the upload procedure.
- PRIAMOS automatically recognizes whether a user is submitting a new application (meaning an application for another project under the same call for proposals) or is updating a previously uploaded application. However, for the purpose of this recognition it is necessary to use the same PDF file (the one you saved on your local computer when you submitted the original application) in case of an update or to download a new form when you want to submit another project (see section B - Download the application form).
- Within the deadline of the call, you can update your application such as including additional attachments e.g.: edit your source PDF file previously uploaded into PRIAMOS in your computer and repeat the upload procedure.
- PRIAMOS is able to upload only the PDF file that was previously downloaded. Do not try to upload any other file, e.g. scanned documents even in PDF format or application form edited in different software, as such files will be automatically rejected; you will be informed directly about the rejection during the upload procedure.
- PRIAMOS' upload window is not the place for uploading attachments. All attachments have to be inserted into the PDF application form (see section C - Filling the application).
- Confirmation of a successfully uploaded application will be displayed on top of the screen and will not be repeated. Consequently, saving displayed PDF file with the assigned application number provides sufficient evidence that the submission has been successful. If you want to be sure about the data stored in PRIAMOS' database, please send an email to PRIAMOS USM. PRIAMOS USM will then send you the list of documents presently stored in the database.

E) In case of technical problem: First of all please check, whether your computer, computer network or internet connection are running fine. Then please check whether your hardware and software meet requirements mentioned in this document. You can also try, if possible, to use different computer in different configuration and/or different network.

If your problem seems to be software related or you do not fully understand the concept of PRIAMOS, please read particular sections of this document and, if necessary, consult our PRIAMOS_FAQ.pdf file.

If you still have a problem, contact PRIAMOS USM via email address JLS-PRIAMOS-USM@ec.europa.eu. Please clearly indicate your registration number and if applicable, your application number, as well as a clear description of the problem encountered. You will receive a reply within the best delays.

Although PRIAMOS is able to deal with a large number of applications at the same time, we strongly advise you to avoid postponing the upload of your completed application until the last hours or even minutes of the submission period. In case you encounter any technical problems while trying to submit your application, please retry later.

PRIAMOS USM helpdesk is able to answer or solve only enquiries related to technical difficulties. All other enquiries related to the call for proposals as such, e.g. which documents are relevant and how they should be completed etc. please send these enquiries directly to the functional mailbox of the particular call - the relevant address can be found at the end of this document.

Please save your email communication with our help desk for further use.

F) Useful links:

- Registration as an applicant and introducing changes:
<https://ec.europa.eu/PRIAMOS/register>
- PRIAMOS portal for application form download and upload:
https://webgate.ec.europa.eu/PRIAMOS/toto/bc/bsp/sap/crm_ui_frame
- FAQs, Self-Learning Materials:
http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Selflearning_Applicants03.htm
- Email to PRIAMOS USM (User Service Manager) - this functional mailbox is related to technical difficulties with PRIAMOS system
JLS-PRIAMOS-USM@ec.europa.eu
- Email to the functional mailbox in charge of the call - here you can send all your enquiries related to the call. e.g. which documents should be included, how to fill in those documents etc.
JLS-JPEN@ec.europa.eu

G) Technical requirements for PRIAMOS: The PRIAMOS system is based on Internet browser technology interacting with Adobe Acrobat Reader. The necessary software is free to use and can be downloaded via the internet. PRIAMOS is optimized for the following software versions:

- Adobe Reader 7.0.9 7 or higher for filling in the form
(<http://www.adobe.com/products/acrobat/readstep2.html>)
- a) Internet Browser: MS IE 6.0 or higher for accessing PRIAMOS and JLS on Europa (<http://www.microsoft.com/windows/internet-explorer/download-ie.aspx>)
- b) Alternative Internet Browser: Mozilla Firefox 2.0 (except Mac OS) or higher
(<http://www.mozilla-europe.org/en/firefox/>).
- For the self-learning materials Adobe Flash® Player 7 or higher
(http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash).
- As for the electronic documents that will be attached to the application form - all upload formats are supported, unless otherwise stated in this guide. We recommend however to use the most common formats.
- If the electronic documents that will be attached to the application form have to be based on printed documents (e.g. signed or stamped originals), a scanner with corresponding scanning software is needed.

Please note that the speed of the PRIAMOS application depends on the internet connection, the current traffic volume, as well as the processing of the browser application on the computer. Older computers and/or a slow internet connection will therefore need longer time to perform an action. This may be relevant especially when it comes to uploading the application form with all the attachments required. Please make sure that the attachments do not exceed 70MB.

H) Disclaimer about actions that can be performed at an early stage of the application submission period: All tasks that can be performed before filling in the application form (i.e. registration request, password reset, correction of applicants details, downloading and checking the application form) can be performed at an early stage of the application submission period and are governed by this disclaimer. It is DG JLS's goal to

minimize disruption caused by technical errors. However, some data or information on our site may have been created or structured in files or formats that are not error-free and we cannot guarantee that our service will not be interrupted or otherwise affected by such problems. The application should therefore perform the actions covered by this disclaimer in the beginning of the application submission period. By doing so, the applicant has the chance to file a service request via

JLS-PRIAMOS-USM@ec.europa.eu and receive an answer in time. Failing to do so could prevent the applicant from preparing the electronic application and implies a high probability of missing the deadline. This disclaimer is not intended to limit the liability of the Commission in contravention of any requirements laid down in applicable national law nor to exclude its liability for matters which may not be excluded under that law.

I) Disclaimer concerning the electronic submission of the application: It is our goal to minimize disruption caused by technical errors. However, some data or information on our site may have been created or structured in files or formats that are not error-free and we cannot guarantee that our service will not be interrupted or otherwise affected by such problems. In this eventuality, the applicant may address the problem as a service request to JLS-PRIAMOS-USM@ec.europa.eu. Disruptions because of heavy internet traffic may not allow the applicant to submit the application in time. Please therefore do not leave it until the last minute to submit your application. No exceptions will be granted.

J) Disclaimer concerning the services requested by an applicant to the Commission for registration, resetting of passwords, correction of data concerning applicant details, etc. and further questions and problems sent to

JLS-PRIAMOS-USM@ec.europa.eu: It is DG JLS's goal to answer any request for service as quickly as possible, but please note that in some cases it might take up to 15 working days after the request has been submitted. Please be informed that delays in executing the service do not constitute a valid reason to extend the deadline of the submission period. No exceptions will be granted. This disclaimer is not intended to limit the liability of the Commission in contravention of any requirements laid down in applicable national law nor to exclude its liability for matters which may not be excluded under that law.

II. GUIDELINES CONCERNING THE COMPLETION OF THE BUDGET FORM

As part of the application, the applicant must provide a detailed forward budget of the project in Euro, with information on both planned **expenditure** and expected **revenue** (indicating the amount of co-financing requested from the Commission, own funding and any other funding).

To this end, it is required to use the *ad hoc* budget form. Financial contributions from the applicant, partners and other sources must be taken into account in the appropriate headings and must be consistent with the Budget Form and the Co-financing Declaration Form.

The Budget Form is an Excel file (to be attached to the Application Form) the worksheets of which the applicants are required to complete to provide detailed information about the project budget. It consists of:

- a budget part with individual sheets for budget headings (staff costs, travel etc.) and a summary budget sheet ;

- a timetable sheet.

REMINDER

The Commission's Contribution will not be less than 50.000 Euro and no higher than 70% of the total eligible cost of the project. You will therefore need to secure funding from other sources to cover the balance of the operating costs, and demonstrate this at the time of the application. Any financial contributions from the applicant and other sources must be indicated under the appropriate headings.

II.1. Technical instructions for filling in the Budget Form

- The Budget Form is protected. You may not change the titles or names of any categories or headings.
- The form has been designed to allow you to present your budget in detail – you can add a brief comment in the ‘explanation’ column and the ‘memo’ box on each sheet allows additional useful comments.
- When a table contains sub-titles (for example sheet ‘B’), these sub-titles can be moved to any line of the table.
- You cannot add extra lines. If there are not enough, try and group amounts together and explain this in the ‘memo’ box or, if necessary, you can provide all further details and explanation in an additional sheet.
- All costs and income must be given in Euro. In case your currency or that of the partners is different, please explain shortly which exchange rate you used. Please allow us to point out that in the grant agreement, specific rules are laid down.
- A proposal is potentially ineligible if there are errors on the budget form, and any budget not complying with the rules may be rejected.
- Staff – Use the formula ‘number of people according to qualification x number of days x employer’s costs per day (salary plus social security contributions). Use actual present salary costs and specify status (self-employed, employee, etc). Note if specially recruited for the project part- or full-time.
- Translation – State rate per page per language. Give the number of languages and the likely number of pages.
- Interpretation – Indicate rate per day or per hour, give number of interpreters and languages
- Travel and subsistence – Give average cost between place of departure and destination, means of transport, duration of stay, etc.

II.2. Rules concerning eligible expenditure

In the case of operating grants, there is only one main category of expenditure: eligible direct costs. **Organisations receiving an operating grant from the EU budget cannot include indirect costs in their detailed forward budget.**

In the context of grants, the costs considered eligible for Community funding are those that satisfy the following criteria:

- They are incurred during the duration of the action with the exception of costs relating to final reports and audit certificates. Only costs generated during the lifetime of the action can be eligible. As a result, the period during which the action runs determines the period of eligibility of the corresponding costs (Article I.2 – Duration – of the standard grant agreements– Article 2 of the standard grant decisions). This period must be determined carefully and fixed in such a way as to cover all costs relating to the operation. Costs eligible for financing may neither have been incurred before the grant application was lodged nor before the start of the beneficiary's budgetary year.
- They are indicated in the estimated overall budget of the action To be considered eligible, all costs must have been entered as eligible costs in the estimated budget annexed to the grant agreement/decision: when the final grant is determined, the eligible cost base cannot therefore include costs which did not appear in the estimated budget.
- They are necessary for the implementation of the action which is the subject of the grant.
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary.
- They comply with the requirements of applicable tax and social legislation.
- They must be reasonable and justified and they must be in accord with the principles of sound financial management, in particular regarding economy and efficiency.
- They must be incurred by the beneficiary in any of the 27 EU Member States.
- Community finance may under no circumstances give rise to profit.
- The beneficiaries' accounting and internal auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

In particular, the following direct costs are eligible:

- the cost of staff;
- travel and subsistence allowances;
- the purchase cost of equipment (depreciation), if indispensable for the implementation of the action;
- costs of consumables and supplies;
- costs entailed by contracts awarded by the co-ordinator and the co-beneficiaries for the purposes of carrying out the action, provided that the conditions laid down in Article II.9 of the Standard Grant Agreement are met²;

² If the beneficiary has to conclude contracts in order to carry out the action and they constitute costs of the action under an item of eligible direct costs in the estimated budget, he shall seek competitive tenders from potential contractors and award the contract to the bid offering best value for money; in doing so he shall observe

- costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the action, audits, translations, copying, etc.), including the costs of any financial services (especially the cost of financial guarantees and cost of bank transfers).

Eligible direct costs

Item A – Staff Costs

This is the cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration (in case of doubt, additional supporting documents will be requested, including salary grids and work contracts).

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;

Staff costs must be calculated on the basis of the actual daily salary/fee of the employee, multiplied by the number of days worked on the project. Where applicable, this figure must include all the usual contributions paid by the employer, such as social security contributions, but must exclude any bonuses, incentive payments or profit-sharing schemes. It may also include other charges relating to the use of human resources provided that they are specified in the call for proposals.

Please also note that staff costs cannot include expenditure on translation. Translation must be included under the "Other direct costs" heading (see below).

Item B – Travel and subsistence allowances costs for project staff

This section concerns *only* costs charged for **project staff** and excludes all travel related to conferences and seminars, which must be accounted for under the specific "Seminars and conferences" heading.

Only travel costs directly linked to the project and relating to specific and clearly identifiable actions are eligible for Community funding. Any travel to places other than those where the members of the partners are located must be shown to be relevant to the project.

Organisations are required to use the cheapest means of travel, and every effort should be made to use the most economical fare (maximum eligible amount = Air fares/Economy class Train/First class; Car/Cost of first class train fare).

All local travel costs are covered by the subsistence allowances.

the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests.

Expenses for car travel, where substantiated and where the price is not excessive, will be refunded as follows:

- For private vehicles: on the basis of a declaration up to a maximum of the corresponding first class rail fare (the price of one ticket only will be reimbursed, even where several people are travelling in the same vehicle).
- For hired cars (maximum category B or equivalent): the actual cost where this is not excessive compared with other means of travel.

Subsistence costs (per diem): cover accommodation, meals, local travel within the place of mission and sundry expenses. These costs are eligible up to the maximum amounts specified at:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

Item C – Equipment, land and immovable property

Equipment (new or second hand): The purchase cost of equipment (new or second-hand) is eligible, provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the year of the activity and the rate of actual use for the purposes of the activity may be taken into account by the Commission and explicitly allowed, except where the nature and/or the context of its use justifies different treatment by the Commission.

In some cases, expenses related to the purchase, rental or leasing of computer and audiovisual equipment may be admitted. To this end, the applicant, complying with the terms of the agreement, must then:

- Compare the prices of different suppliers to see who offers the best value for money (taking account of price and quality);
- Charge against the project only the cost of equipment purchased or rented during the year, at a rate that reflects the degree and duration of use within that period.

Where equipment is purchased, the contractor must apply an annual depreciation rate in accordance with the national depreciation rules.

The equipment purchased must be itemised in the organisation in which it is installed and bear an inventory number. Applicants must abide by the principles of sound management when deciding to rent, lease or purchase equipment and must be able to justify their choice.

Land and immovable property: costs of land and immovable property (depreciation/rental costs according to the nature of the activity) are not eligible. In the case of operating grant, the Commission allows rental costs of premises of the organisation if documented by a rental contract/lease for the particular year. Depreciation costs of property can be accepted if the nature of the activity and/or the use of the property warrant it. In these cases the Commission will specify the final destination.

Item D - Meeting, Seminars and conferences

All costs related to seminars and conferences must be included under this budget heading regardless of their nature (travel, subsistence, translation and interpretation costs, printing,

photocopying, consumable and supplies, etc.). Costs for own staff participation to the conference is also included here.

A detailed breakdown for such costs must be provided.

If meals or others expenses are provided for, the daily allowance has to be reduced accordingly.

Item E - Publications and dissemination

In order to be eligible for Community funding, publications must be produced during the year of financing and intended for the purpose of the operating grant. The type of publication, number of pages, number of copies, translations, costs of editing and printing, etc. must clearly be indicated.

Item F – Other possible direct costs

Audits and evaluation:

The Commission strongly recommends applicants to include an external independent audit report of the organisation accounts. The costs for such audit report, within reasonable limits, will be considered eligible.

Subcontracting costs: any amounts paid to an external party, which is not part of the organisation and is carrying out a specific one-off task are subcontracting costs. Such costs should be included under the budget heading relevant for the subcontracted action (for instance, translations and interpreting for a conference under Sheet D and printing work under Sheet E) or under the heading of other possible direct costs. (Note that any persons or organisations carrying out these tasks would be included under the ‘Other parties involved’ section of the Application Form, if they are known at the time of the application.)

It is not permissible to subcontract all the organisation activities..

Other additional costs: not falling into any of the above categories may be claimed under the agreement, with the consent of the Commission, provided they are considered necessary for the proper performance of the annual activity programme specified in the agreement.

Typical expenses under this heading include:

- charges for financial services in specific contexts (charges for bank transactions, the risk of exchange losses is excluded);
- costs of services relating to eligible costs;
- other costs stemming from obligations under the grant agreement which are not budgeted for under another budget heading (reports, translations, certificates, deposits, bank guarantee, bank fees, etc.);
- external evaluation.

II.3. Non-eligible costs

The following costs are not considered eligible:

- Return on capital;
- Debt and debt service charges;
- Provision for losses or potential future liabilities;
- Other interest owed;
- Doubtful debts;
- Exchange losses;
- VAT, unless the contracting organisation can show that it is unable to recover it;
- Costs declared by the contracting organisation in connection with another activity or work programme receiving a Community grant;
- Excessive or reckless expenditure;
- Contributions in kind (*);
- Gifts and presents;
- Recreational/touristic side programmes.
- Costs incurred in third countries

(*) Contributions in kind are not considered actual expenditure and are not eligible costs. By definition, contribution in kind is the provision of goods or services to the beneficiary free of charge by a third party. The contributions in kind will not be accepted as co-financing from the Beneficiary..

For information purposes: Indicative maximum amounts that will be considered reasonable within the context of specific budget items

Budget Heading	Maximum allowable amounts *
Conferences, seminars (not including internal and coordination meetings)	
Interpreters	600 Euros per day including travel and accommodation
Rental of simultaneous interpreting booths	750 per booth per day
Room rental	> 100 pax 40 Euros per person < 100 pax 60 Euros per person
Meals for participants	Lunch: 30 Euros Dinner: 50-70 Euros
Translation	45 Euros per page
Per diem (accommodation, breakfast, lunch, dinner)	See website: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm
Hosts/hostesses per working day	150-200 Euros

*** where these amounts are exceeded, a detailed justification is required**

III. APPLICATION PACKAGE

Applicants who submit their applications via PRIAMOS do not need to send a paper copy of the application file.

However, following the conclusion of the evaluation process, applicants who submitted their applications via PRIAMOS and are placed sufficiently high on the merit list to be considered for a grant will be requested to provide a paper copy of the application and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents will automatically lead to disqualification of the project proposal concerned.

In the application package the following documents must be submitted:

To be completed by the applicant:

- Grant application form
- **Annex 1: Budget form** completed in Excel. Note that the form is protected and most calculations are automatic. The applicant declares its co-financing by signing the budget form
- **Annex 2: Additional information** on the applicant organisation and work programme
- **Annex 3: curriculum vitae** (3 copies):
Only the CVs of key staff performing the work in the applicant organisation. Please use the EUROPASS CV format if possible in order to facilitate evaluation. Each CV must contain maximum 3 pages. You can download a template at this address:
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/navigate.action>
- **Annex 4: declaration on Exclusion Criteria** (1 signed original), completed and signed by the applicant to certify that it is not in one of the situations listed under the Exclusion criteria.
- **Annex 5: legal entity form** (1 signed original), typewritten and signed by the legal representative of the applicant. This form must be duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein (statutes, certification, VAT, etc.). The Excel file containing the Legal Entity Form can be downloaded from the following web page:
http://ec.europa.eu/budget/execution/legal_entities_en.htm
- **Annex 6: financial identification form**, typewritten, signed and stamped by both the applicant's legal representative and the bank. The stamp of the bank and the signature of the bank's representative are not required if a copy of a recent bank statement is attached. The Excel file containing the Financial Identification Form can be downloaded from the following web page:
http://ec.europa.eu/budget/execution/ftiers_en.htm

This file contains one page (sheet) per country. The following steps should be taken:

- Choose the sheet corresponding to the country of the applicant; Fill out and sign this sheet in one copy. In the first box, 'account holder', put the name of the organisation or institution. The account specified in the application and into which the grant will be paid, must be in the name of the contracting organisation – personal accounts are not acceptable under any circumstances;
- Make sure the bank signs and stamps the FIF and that the legal representative not only signs, but also adds the date in the corresponding box at the bottom of the page. It is preferable to attach a copy of a recent bank statement, in which event

the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

- Print out the form, making sure it fits onto one printed page, and attach it to the Grant Application Form.

In addition, applicants should submit the following supporting documents:

Annex 7: The **Annual Work programme** of the applicant organisation (Annexed to the application form in Word format

Annex 8: annual technical/narrative report of the applicant organisation for the previous year;

Annex 9: Financial statements (1 original) or equivalent reports that demonstrate the applicants financial capacity

Annex 10: articles of association or statutes (1 copy): This is to allow verification of the applicant's legal status and that it is properly constituted under the law

Annex 11: certificate of legal registration of applicant organisation;

Annex 12: list of members of the Board of Directors or executive officers;

Annex 13: most recent audit report by independent authorised auditor if the requested co-financing is more than 100.000 EUR.

IV. DEADLINE FOR SUBMITTING APPLICATIONS

Applications must be completed and submitted by **through PRIAMOS by 9 December 2009.**

The PRIAMOS system will not accept any application after the deadline. Applications submitted after the deadline will be automatically rejected. Please note that the documents submitted via the PRIAMOS system **do not need** to be sent by regular mail. However, the applicants should also print out the Application Form for their own records.

Following the conclusion of the selection process, applicants placed sufficiently high on the merit list to be considered for a grant will be requested to provide a paper copy of the application (printed out at the moment of submitting it via the PRIAMOS system) and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents will lead to disqualification of the project proposal concerned.

V. WHERE TO GET FURTHER INFORMATION

Directorate General Justice, Freedom and Security website:

http://ec.europa.eu/dgs/justice_home/index_en.htm

The Specific Programme Criminal Justice website:

http://ec.europa.eu/justice_home/funding/jpen/funding_jpen_en.htm

FAQs document:

Questions that may be relevant to other applicants, together with the answers, are published on the internet at Criminal Justice website.

Helpdesk

A) Questions related to the content of the call for proposals and to specific programme Criminal Justice in general may be sent by e-mail to the address below:

JLS-JPEN@ec.europa.eu

B) Questions about the electronic submission of applications that are not resolved by consulting the FAQs provided may be sent to the address below:

JLS-PRIAMOS-USM@ec.europa.eu

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from the receipt of the question.